



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 11240.66C  
LPC-1  
25 May 01

MARINE CORPS ORDER 11240.66C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: STANDARD LICENSING POLICY FOR OPERATORS OF MILITARY  
MOTOR VEHICLES

Ref: (a) TM 11240-15/3  
(b) Marine Corps Manual  
(c) MCO P1200.7

1. Situation. Establish standard licensing policy for operators of government-owned and/or -controlled motor vehicles, including nonappropriated fund vehicles.

2. Cancellation. MCO 11240.66B.

3. Mission

a. Applicability. This Order applies to Military/Federal and Contractor's employees. Personnel are not required to possess a U.S. Government Motor Vehicle Operator's Identification Card, OF-346, to operate Government-owned or leased commercial or administrative use vehicles under 10,000 lb gross vehicle weight (GVW), provided they possess a valid State driver's license. License applicants, less than 26 years of age, must possess documented evidence of successful completion of a Driver's Improvement Course. Personnel operating vehicles rented commercially for performance of temporary additional duty travel or government commercial vehicles less than 10,000 lb GVW must possess a valid State driver's license but are not required to possess an OF-346.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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(1) Non-Federal/Contractor Employees. Non-federal civilian applicants will be licensed per reference (a).

(2) Civilian Federal Employees. Civilian federal employees who are required to operate tactical vehicles will be licensed per reference (a).

(3) Officers Driving. Per reference (b), authorization for officers to drive government vehicles shall be stringently controlled by all commanders.

4. Execution. The standards and procedures set forth in the references apply to all testing and issuance requirements for learner's permits, standard permits, and to licensing transactions involving upgrading, renewing, or issuing duplicate permits (OF-346). The applicable standards and procedures of the references shall be observed and followed by all personnel administering licensing programs per this Order. Licensing programs administered in any foreign country will be per reference (a) and any international agreements between the United States and the host country.

a. Commanders Intent. Commanders shall establish a licensing program per this Order and reference (a). Commanding officers shall initiate and authorize all licensing actions to include suspension and revocation for personnel within their commands.

b. Concept of Operations

(1) If adequate facilities are not available to support the establishment of a full licensing program, reserve personnel should be licensed during annual training duty using Mobile Training Teams where applicable. A National Driver Register request will be submitted on all personnel per reference (a).

(2) Commanding officers and directors of motor vehicle operator schools will follow the procedures in reference (a) and this Order.

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5. Administration and Logistics. The OF-346, when issued to military personnel or civilian employees, shall expire 4 years from the date of issue. When issued to civilian employees, the OF-346 shall expire on the expiration date of the applicants' valid State driver's license, but not to exceed 4 years.

a. Types of Permits Authorized

(1) Learner's Permit. Issued to personnel undergoing training to qualify for the standard OF-346 or to upgrade driving qualifications. Learner's permits are valid only when the holder is accompanied by a licensed driver qualified to operate the vehicle being operated by the learner's permit holder.

(2) Standard Permit. An unrestricted permit issued per reference (a). Extensions are authorized for recruiters, I&I staff personnel, and other personnel on independent duty. This extension is authorized for a maximum of 60 days beyond completion of their tour of independent duty.

(3) Limited/Shop Use Permit. Limited/Shop Use Permits are no longer valid permits. Students attending the Motor Transport Vehicle Mechanic's Course at Marine Corps Combat Service Support Schools (MCCSSS) will receive a Standard Permit for the High Mobility Multi-purpose Wheeled Vehicle and a Learner's Permit for the Medium Tactical Vehicle Replacement (MTVR). Graduates of the Marine Corps Military Motorcycle Maintenance Course will be issued a (ON ROAD ONLY) permit for the Military Motorcycle. Additionally, it is understood that mechanics licensed by MCCSSS are considered incidental operators and do not receive the same intense motor vehicle operator training as do our professional motor vehicle operator graduates of the Motor Transport Vehicle Operator's Course at Fort Leonard Wood, Missouri, or the Military Motorcycle graduates of the Military Motorcycle Operators Course. Failure to successfully master the vehicle operator's course is not necessarily grounds for dropping students from the mechanic's course but shall be at the discretion of the Commanding Officer, MCCSSS.

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(4) Renewal and Upgrade. Permits renewed and upgraded will be issued per reference (a). All upgrades will be reflected on the OF-346 to include special qualifications. An OF-346 may be renewed 180 days prior to and up to 60 days after the current expiration date. If the applicant's license has been expired more than 60 days, the applicant must apply for a new license per reference (a).

(5) Waivers. Waivers to the 64-inch height requirement per reference (c) will not be granted. All OF-346 license applicants (to include incidental operators) must meet the minimum 64-inch height requirement to be licensed on the 5-ton truck, MTRV and larger vehicles.

6. Command and Signal.

a. Signal. This Order effective date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.



G. S. McKISSOCK

Deputy Commandant  
Installations and Logistics

DISTRIBUTION: 10211710000

Copy to: 7000110 (55)  
7000153 (2)  
7000144/8145001 (1)

# HEADQUARTERS MARINE CORPS ROUTING SHEET (5211) NAVMC HQ 335 (REV. 05-00)

1 DATE: 1 May 2001

| 2 OPERATION CODE                                   |       |                                 |         | 3 SUBJECT:  |     |                  |
|--|-------|---------------------------------|---------|---|-----|------------------|
| X - ORIGINATOR OF OFFICE<br>AFFIXING ROUTING SHEET |       | G - INFORMATION                 |         | MCO 11240.66C, STANDARD LICENSING<br>POLICY FOR OPERATORS OF MILITARY<br>MOTOR VEHICLES |     |                  |
| A - APPROPRIATE ACTION                             |       | H - RETURN TO: L-1<br>Room 2332 |         |   |     |                  |
| B - GUIDANCE                                       |       | I - INITIAL                     |         |   |     |                  |
| C - SIGNATURE                                      |       | J - DISPOSITION                 |         |   |     |                  |
| D - COMMENT  |       | K - DECISION                    |         |   |     |                  |
| E - RECOMMENDATION                                 |       | L - RETENTION                   |         |   |     |                  |
| F - CONCURRENCE                                    |       | O - (OTHER)                     |         |   |     |                  |
| ROUTING - Use numbers to show order of routing     |       |                                 |         |   |     |                  |
| 4  | 5 OPR | 6. ADDRESSEES                   |         | 7 DATE  |     | 8 INITIALS       |
| RTG  | CODE  |                                 |         | IN  | OUT | CONCUR NONCONCUR |
| ////   |       | COMMANDANT                      |         |   |     |                  |
| ////   |       | MILITARY SECY                   | MILSEC  |   |     |                  |
| ////   |       | ASST COMMANDANT                 | ACMC    |   |     |                  |
| ////   |       | MILITARY ASST                   | MILASST |   |     |                  |
| ////   |       | DIR MARCORSTAFF                 | DMCS    |   |     |                  |
|  |       | SEC GEN STAFF                   | SGS     |   |     |                  |
|  |       | DIR SPL PROJ                    | SPD     |   |     |                  |
|  |       | DC, M&RA                        | M&RA    |   |     |                  |
|  |       | DC, I&L                         | L       |   |     |                  |
|  |       | DC, PP&O                        | P       |   |     |                  |
|  |       | DC, AVN                         | A       |   |     |                  |
|  |       | DC, P&R                         | R       |   |     |                  |
|  |       | DIR, I                          | I       |   |     |                  |
|  |       | DIR, C4                         | C4      |   |     |                  |
|  |       | SJA TO CMC                      | JA      |   |     |                  |
|  |       | LEGIS ASST                      | OLA     |   |     |                  |
|  |       | DIR PA                          | PA      |   |     |                  |
| 8  | A     | DIR AR                          | ARDE    |   |     |                  |
|  |       | DIR MCH&M                       | HD      |   |     |                  |
|  |       | IGMC                            | IG      |   |     |                  |
|  |       | COUNSEL FOR CMC                 | CL      |   |     |                  |
|  |       | DIR HEALTH SERV                 | HS      |   |     |                  |
|  |       | CHAPLAIN                        | REL     |   |     |                  |
|  |       | MARCOR UNIF BRD                 | MCUB    |   |     |                  |
|  |       | SGTMAJMARCOR                    | SGTMAJ  |   |     |                  |
|  |       | CG MCCDC                        | MCCDC   |   |     |                  |
|  |       | CGMCRC                          | MCRC    |   |     |                  |
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|  |       | DIR TQL                         | TQL     |   |     |                  |
| 6  | CH    | DC, I&L                         | L       |   |     |                  |
| 5  | F     | ADC, I&L                        | L       |   |     |                  |
| 4  | F     | EA to DC, I&L                   | L       |   |     |                  |
| 3  | F     | Admin Off to I&L                | L-1     |   |     |                  |
| 7  | X     | Directives                      | L-1     |   |     |                  |
|  |       | Dir Contracts Div               | LB      |   |     |                  |
|  |       | Dir Facil & Svc Div             | LF      |   |     |                  |
| 2  | F     | Dir LogPlnsPol&Strat            | LP      |   |     |                  |
| 1  | F     | LPC-1                           |         |   |     |                  |
|  |       | Studies & Analysis              | LX      |   |     |                  |
|  |       | Reform Office                   | LR      |   |     |                  |
| 14   |       |                                 | LPU     |   |     |                  |

| 9 NATURE OF ACTION REQUIRED | ORIGINATOR'S INITIALS | DUE DATE (if any) |
|-----------------------------|-----------------------|-------------------|
| ROUTINE                     |                       |                   |
| URGENT                      |                       |                   |

| 10 REFERENCES HELD BY                     |
|---|
| (Name, Grade, Office Code, Telephone ext) |
| CWO4 NORM KILGORE, LPC-1, 695-8946        |

| 11 REMARKS AND SIGNATURE   |
|--|
| (If additional space is necessary, attach plain paper)   |
| <p>The attached (order, bulletin, MARADMIN) has been designated "FOR OFFICIAL USE ONLY" because portions thereof contain material exempt from disclosure under Exemption (2) of the Freedom of Information Act: (Internal practices or personnel rules of the Marine Corps which do not impose requirements of general applicability to the public.) Release to the public would substantially hinder the effective performance of a significant function of the Marine Corps.</p> <p>No portion of the attached (order, bulletin, MARADMIN) has been designated "FOR OFFICIAL USE ONLY" because (the directive imposes requirement of general applicability to the public) (or) (release to the public would not substantially hinder the effective performance of a significant function of the Marine Corps.)</p> <p>Distribution statement <u>A</u> applies to this Order.</p> |

## SUMMARY SHEET

Subject: REVISION OF MCO 11240.66B STANDARD LICENSING POLICY FOR OPERATORS OF MILITARY MOTOR VEHICLES

1. Purpose. Revise MCO 11240.66B to update policy with today's new equipment and licensing requirements.

2. Discussion. A revision of the order is required to delete policy that is no longer valid for licensing of military motor vehicles. Revisions to the order are synonymous with the Motor Vehicle Licensing Official's Handbook (TM 11240-15/3) currently under revision at MARCORSYSCOM. Revisions to the order removes all obsolete enclosures that are procedures covered in TM 11240-15/3 such as the obsolete Operator's Identification Card (SF 46), and application for Government Vehicle Operator's Permit (NAVMC 10964). Additionally, the Shop Use Only license has been deleted. In the interest of safety and to coincide with the MOS Manual (MCO P1200.7), this revision will stop all height waivers (minimum of 64 inches) required for licensing of the 5-ton truck, MTVR or larger motor transport vehicles. Based on a recommendation from Marine Corps Combat Service Support Schools (MCCSSS), the capability exists to license 3521 Automotive Mechanic students (MOS 3521) with a standard permit on the High Mobility Multi-purposed Wheeled Vehicle (HMMWV) and to issue a learner's permit for the Medium Tactical Vehicle Replacement (MTVR).


This draft MCO has been staffed through I&L, Head Garrison Mobile Equipment (GME), T&ECOM, Logistic Operations School at MCCSSS, Marine Corps Detachment, Motor Transport Operators School at Fort Leonard Wood, Missouri, MARCORSYSCOM and the 3500 community.

3. Recommendation. Request review and approval of this draft revision MCO 11240.66C

MEMORANDUM FOR THE RECORD

Subject: REVISION OF MCO 11240.66B STANDARD LICENSING POLICY FOR OPERATORS OF  
MILITARY MOTOR VEHICLES

To meet staffing requirements for the subject order, I CWO4 Norman L. Kilgore 3510/USMC have chaired meetings with Subject Matter Experts (SME) at the Motor Transport Vehicle Operators School, Fort Leonard Wood, MO, MCCSSS and MARCORSYSCOM. In addition, I have conducted numerous phone calls and emails with T&ECOM and the 3500 community to obtain input for the revision of the subject order. Also, I have my copy of the current order, which is marked up with the recommended changes that were made during the meetings, emails and phone conversations.

  
N. L. Kilgore